



MEMORANDUM

TO: SLDMWA Finance & Administration Committee and Board of Directors, Alternates

FROM: Federico Barajas, Executive Director

DATE: September 9, 2019

RE: Employee Benefit Enhancements

BACKGROUND

The Authority's benefits were established in 1992 when it was initially organized. Since that time there have been minimal changes to the benefits. Staff conducted a survey of benefits in 2018 (attached). Based on the review of the survey, it would be advantageous to improve the benefits to enhance the attractiveness of the Water Authority as an employer of choice and to maintain morale of existing employees.

RECOMMENDATION

It is recommended that the Board approve the following benefit enhancements that will assist in attracting and retaining qualified employees.

The benefit enhancements include the following:

- Increase the number of paid holidays from nine (9) to eleven (11), with the addition of the Martin Luther King, Jr. holiday as well as a Floating holiday.
- Accrual of four (4) weeks of vacation after fifteen (15) years of service instead of twenty (20) years.
- Increase the amount of educational assistance from \$1000 to \$3000 annually.

ANALYSIS

Holidays: A survey of Water Authority members and other large urban public agencies revealed the number of paid holidays ranged from 8 to 15 with the average at eleven (11). The Water Authority is currently at nine (9) paid holidays. The two additional holidays recommended to be added are Martin Luther King Day and a floating holiday.

Martin Luther King (MLK), Jr. Day is a Federal holiday that has been observed for more than 30 years by State, Federal and public entities. It is the only Federal Holiday, also recognized as a State Holiday, the Water Authority does not recognize.

The inclusion of a floating holiday will reflect the Water Authority's commitment to diversity and inclusion. The floating holiday would provide flexibility and enable employees to observe their days of faith, or other cultural days of significance, that do not fall under the official classification of holidays (Thanksgiving, Christmas, President's Day, etc.).

Vacation: The existing vacation accrual schedule is much different than most other public agency policies. Currently, employees need 20 years of service in order to reach maximum accrual of four (4) weeks' vacation. Without increasing the 4-week vacation maximum, the proposed accrual schedule is recommended:

<u>Current Accrual Schedule</u>	<u>Proposed Accrual Schedule</u>
1-4 years 3.077 hours (80 hours)	No change
5-19 years 4.616 hours (120 hours)	5-9 years 4.616 (120 hours)
20+ years 6.154 hours (160 hours)	10-14 years 5.385 hours (140 hours)
	15+ years 6.154 hours (160 hours)

Education: Continuing education benefits both the individual as well as the organization. Ever-changing technology will require continued education for individuals in the technical classifications. With this in mind, the Water Authority currently provides an annual education assistance of \$1,000, but education costs are rising each year. Increasing this amount to \$3,000 per year encourages staff to pursue higher education. Training provided by the Water Authority generally occurs during work hours; the education assistance benefit lends itself to non-work hour coursework. The requirements for reimbursement would remain the same.

The current policy for educational assistance is as follows:

If continuing education will assist an employee in the performance of his/her duties and be of benefit to the Authority, there may be available an offset for employee costs in the form of tuition, enrollment fees, and books up to a maximum of \$1,000 per fiscal year.

The employee must be a regular, full-time employee with at least one (1) year of employment.

To be considered for reimbursement under this policy, employees need to complete the Tuition Reimbursement Request form at least twenty (20) working days before the course start date and submit for approval by employee's immediate Supervisor, Division Manager, with final approval by the Executive or Assistant Executive Director.

Employee will receive notice of approval prior to the course start date. Once the course has been completed, employee will attach to the original form, proof that the course has been passed with a grade of "C" or better, and evidence of payment of the tuition costs for employee reimbursement (receipts, cancelled check, credit card statement). Employee will be reimbursed within the normal accounts payable processing.

Tuition Reimbursements

Fiscal Year		Coursework	2014	2015	2016	2017	2018	2019	2020	Individual EE Total
Jake Oxenrider	Management Courses		\$ 1,089.85	\$ 681.62	\$ 352.15					\$ 2,123.62
Charles Reyes	BS Electrical Engineer				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 4,000.00
Lizbet Heredia	BS Business/Organizational Leadership						\$ 199.05	\$ 171.55	\$ 723.88	\$ 1,094.48
Alex Pineda	Electrical Courses						\$ 485.06			\$ 485.06
Fiscal Year Totals			\$ 1,089.85	\$ 681.62	\$ 1,352.15	\$ 1,000.00	\$ 1,199.05	\$ 1,656.61	\$ 723.88	

Fiscal Year 2014 through 2020 Total \$ 7,703.16

Prepared by D Neves 9/10/19

Vacation Accrual Increase

Yrs of Service	Additional Vacation Time based on new accrual schedule	# Empl	Total Hours Increased
15 yrs	Increase vacation accrual by 40 hours; from 120 hours to 160 hours	2	80
10-14 yrs	Increase vacation accrual by 20 hours; from 120 hours to 140 hours	11	220
			300

Additional Holiday Hours

Requested additional holidays	2
Requested number of holiday hours	16
Number of employees	96
Total Additional Holiday Hours	1536

Prepared by L Stiles 9/10/19

Benefit	SCVWD	PANOCHÉ WD	WEST STANISLAUS ID	PATTERSON ID	DEL PUERTO WD	SAN LUIS WD	FRIANT	CCID
Annual Paid Holidays	12	9	9	11	10	10	9	8
New Year's		New Year's Day	New Year's Day	New Year's Eve	New Year's	New Year's Day	New Year's Day	New Year's Day
MLK		MLK	MLK	New Year's Day	President's Day	President's Day	President's Day	President's Day
President's Day		President's Day	President's Day	President's Day	Memorial Day	Memorial Day	Memorial Day	Memorial Day
Cesar Chavez		Memorial Day	Memorial Day	Memorial Day	Independence Day	Independence Day	Independence Day	Independence Day
Memorial Day		Independence Day	Independence Day	Independence Day	Labor Day	Labor Day	Labor Day	Labor Day
Independence Day		Labor Day	Labor Day	Labor Day	Veteran's Day	Thanksgiving Day	Veteran's Day	Thanksgiving Day
Labor Day		Thanksgiving Day	Veteran's Day	Veteran's Day	Thanksgiving Day	Day After Thanksgiving	Thanksgiving Day	Day After Thanksgiving
Columbus Day		Day After Thanksgiving	Thanksgiving Day	Thanksgiving Day	Day After Thanksgiving	Christmas Day	Day After thanksgiving	Christmas Day
Veteran's Day		Christmas Day	Christmas Day	Day After Thanksgiving	Christmas Eve	2 Floating Holidays	Christmas Day	
Thanksgiving				Christmas Eve	Christmas Day			
Day after Thanksgiving				Christmas Day				
Christmas Day								
Vacation:	1st year: 10 days	1 - 10 years: 10 days	1-4 years 12 days	1 - 4 years 10 days	1 - 4 years 10 days	1 - 4 years 10 days	1 - 4 years 10 days	1 - 4 years 10 days
	2nd year: 12 days	10 - 20 years: 15 days	5th year 15 days	5th year 15 days	5th year 15 days	5th year 15 days	5th year 15 days	5th year 15 days
	5th year: 16 days	20+ years: 25 days	10th year 18 days	10th year 20 days	10th year 20 days	10th year 20 days	20+ yrs 20 days	20+ yrs 20 days
	10th year: 18 days							
	5th year: 21 days							
	20+ years: 22 days							
Tuition Reimbursement?	up to \$2500 per fiscal year	Will pay for any course relating to current position		Will pay for any course relating to current position	Yes, portion if job related		\$200/annual	

*Maximum benefits paid by Agency for full family coverage for the most commonly selected plan:

prepared: December 2013
Retirement section updated November 2015

**WSID currently contributes 8.003% to PERS classic members & 6.237% to new (PEPRA) members of eligible compensation

***PID - As of March 2015 district discontinued the employer paid member contribution. Prior to this, district contibuted 6.709% to PERS classic members & 6.237% for new members

****DPWD currently contributes 14.523% to PERS classic members & 6.25 % to new members

Updated 11/2/2017 to add SMUD, YUWA, EBMUD, CCWD

****SMUD contributes into CalPers for all eligible employees. Health benefits available, but no indication of costs.

****CCWD vacation max is either 30 or 35 days depending on unit. Vactiaon Sell back option as well as Vacation conversion option. Admin Leave depending on unit: 56 hrs with 64 max accrual/16 hours annual for exempt/110 hours annual with 96 hours max accrual

****EBMUD offers supplemental benefit dollars to use as pre-tax FSA or take as taxable cash

1/9/19 - Updated holidays, tuition reimbursement and vacation accruals

Benefit	FIREBAUGH CC		SAN BENITO CWD		WESTLANDS WD		SAN LUIS CANAL		YCWA		SMUD		EBMUD		CCWD	
Annual Paid Holidays	8		11.5		11		12		13		9		15		12	
	New Year's Day		New Year's Day		New Year's Day		New Year's Day		New Year's Day		New Year's Day		New Year's Day		*New Year's Day	
	President's		MLK		MLK		President's Day		President's Day		MLK		MLK (Jan. 15)		MLK	
	Memorial Day		President's Day		President's Day		Memorial Day		Memorial Day		President's Day		Lincoln's B-day (Feb. 12)		Lincoln's Bday	
	Independence Day		Memorial Day		Memorial Day		Independence Day		Independence Day		Memorial Day		Washington's B-day (Feb. 19)		Washington's Bday	
	Labor day		Independence Day		Independence Day		Labor Day		Labor Day		Independence Day		Cesar Chavez (Mar. 30)		Memorial Day	
	Thanksgiving Day		Labor Day		Labor Day		Thanksgiving		Columbus Day (2nd Mon. in Oct.)		Labor Day		Memorial		Independence Day	
	Friday After Thanksgiving		Columbus Day		Veteran's Day		Day after Thanksgiving		Veteran's Day		Thanksgiving		Independence Day		Labor Day	
	Christmas		Veteran's Day		Thanksgiving		Week of Christmas (Dec. 25 - 31)		Thanksgiving		Day after Thanksgiving		Labor Day		Veteran's Day	
			Thanksgiving		Day after Thanksgiving				Day after Thanksgiving		Christmas		Veteran's Day		Thanksgiving	
			Day after Thanksgiving		Christmas Eve				Christmas Eve		* See note below		Thanksgiving		Day after Thanksgiving	
			*Christmas Eve (Half Day)		Christmas Day				Christmas Day				Day after Thanksgiving		*Christmas	
			Christmas Day						*Employee's Bday & Cultural Holiday				Christmas Day			
													Day after Christmas			
Vacation:	1 - 4 years	10 days	1 - 4 years	10 days	1 - 4 years	12 days	1 - 9 years	5 days	1 - 9 years	16 days	Year 1	5 days	1 - 4 years	12 days		
	5th year	15 days	10th year	15 days	5th year	16 days	10th year	12 days	10th year	21 days	Year 2	15 days	5th year	15 days		
	20+ yrs	20 days	20+ yrs	22 days	20+ yrs	20 days	20+ yrs	20 days			Year 15	20 days	10th year	18 days		
											Year 23	25 days	15th year	21 days		
											30+ yrs	30 days	19+ yrs	25 days		
Tuition Reimbursement?							Will pay for any course relating to current position		\$2,500/fiscal year			\$5,000/year		\$3,500/year		3000/fiscal year

*Besides the 9 regular holidays, employees also receive up to 4 floating holidays based on bargaining unit.

*Full-time employees have 13 holidays plus 2 floating holidays per year (floating Malcolm X holiday for local 2019, Columbus Day holiday in October) and a floating birthday holiday. Employee must start work before their birthday to be eligible for their floating birthday holiday, and before July 1st to be eligible for the floating Malcolm X holidays. Floating holidays must be taken before the last pay period of the payroll year (which is paid on the last pay day of the District's payroll calendar year) - if not, employee loses their floating holidays.

*Option to take either "Eve" Day when it falls on Mon - Thurs.

**Maximum benefits paid by Agency for full family coverage for the most commonly selected plan:*

prepared: December 2013 Retirement section updated Nov

****WSID currently contributes 8.0**

*****PID - As of March 2015 distri**

******DPWD currently contribute**

Updated 11/2/2017 to add SMU

******SMUD contributes into Calif**

******CCWD vacation max is eithe**

******EBMUD offers supplementa**

1/9/19 - Updated holidays, tuitic

Benefit	SLDMWA	
Annual Paid Holidays	9	
	New Year's Day	
	President's Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Veteran's Day	
	Thanksgiving Day	
	Day after Thanksgiving	
	Christmas Day	
Vacation:	1 - 4 years	10 days
	5th year	15 days
	20+ yrs	20 days
Tuition Reimbursement?	\$1,000 annual	

**Maximum benefits paid by Agency for full family coverage for the most commonly selected plan:
prepared: December 2013
Retirement section updated Nov*

***WSID currently contributes 8.1*

****PID - As of March 2015 distri*

*****DPWD currently contribute*

*Updated 11/2/2017 to add SMU
****SMUD contributes into CalF
****CCWD vacation max is eithe
****EBMUD offers supplementa*

1/9/19 - Updated holidays, tuitic